Schedule No. C1179
Page 1 of 5

Agency

Prince George's County Public Schools

Division/Unit

Office of General Counsel

Itom	Doorintian	Retention
Item No.	Description	Retention
1.	ADMINISTRATIVE PROCEDURES  Records that provide specific guidance for Board of Education Policies.  A. System Guidance B. Community Relations C. Administration D. Business and Non-Instructional Options E. Personnel F. Students G. Instruction H. New Construction I. Internal Board Policies J. Student Discipline and Security	1. Permanent, transfer every 5 years to the Maryland State Archives.
2.	APPEALS  Records that document due process  A. Employees  B. Maryland State Board of Education  C. Maryland State Department of  Education  D. Students	2. Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
3.	ARBITRATION  Records that document due process  A. Arbitration  B. Grievances  C. Negotiations	3. Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
or Div Date Signa	ture    Control of the control of th	Schedule Authorized by State Archivist  Date 5/15/2012  Signature Level Company

Schedule No. C1179

Page 2 of 5

Agency

Prince George's County Public Schools

Division/Unit

Office of General Counsel

rince	Jeorge's County Public Schools	Office of General Counsel
Item No.	Description	Retention '
4.	BOARD OF EDUCATION  A. General Files  1. Correspondence  2. Capital Improvement Program Committee  3. Finance, Audit and Budget Committee  4. Maryland Association of Boards of Education  5. Maryland State Department of Education  6. Maryland Public Information Act/Freedom Of Information Act Requests  7. Personnel Committee	4. A.1 Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland Sate Archive for permanent retention any material that serves to document the origin, development & accomplishments of theorifice and has continuing administrative, fiscal, legal, or historical value.  4. A. 2 – 7 Retain for 3 years and until all audit requirements are met, then destroy.
	B. FBI Investigation	4. B. Permanent, transfer every 5 years to the Maryland State Archives.
	C. Policies	4. C. Permanent, transfer every 5 years to the Maryland State Archives.
5.	BUDGET  A. Accounts payable B. Computer vendor C. Conference travel D. Invoices E. Mileage logs F. Receipts	5. Retain for 3 years and until all audit requirements are met, then destroy.
6.	CHARTER SCHOOLS  A. Not approved  B. Operating  C. Revoked	6. Retain for 7 years after school has ceased operating, then transfer to the Maryland State Archives
7.	CONTRACTS A. Agreements B. Contracts C. Memorandum of Understanding	7. Retain for 12 years after expiration, then destroy.  8. Screen annually and destroy material that
8.	CORRESPONDENCE All correspondence originated and received	is no longer needed for current business with the following exception: Transfer to the Maryland Sate Archive for permanent retention any material that serves to document the origin, development & accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

Arx Choras 4/24/m2

Schedule No. C1179

Page 3 of 5

Agency Prince George's County Public Schools		<b>Division/Unit</b> Office of General Counsel
Item	Description	Retention

Item No.	Description	Retention
9.	DISCRIMINATION  A. Appeal matters B. Correspondence C. Equal Employment Opportunity Commission complaints D. Harassment investigations E. Office of Civil Rights complaints F. Prince George's County Human Relations Commission complaints	9. Retain for 10 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
10.	ETHICS  A. Conflict of Interest Statements  B. Disclosure Statements	10. Retain for 5 years after termination of employee, then destroy.
11.	FINANCE  A. Audit Reports  B. Board Vehicle Mileage  C. Escheat Matters  D. Garnishments  E. Internal Revenue Service Audit of 403(b) Plan  F. KPMG Audit  G. Maintenance of Effort  H. Maryland Sales and Use Tax Returns  I. Maryland Tax withholdings  J. Payroll tax payment — penalty issue with Internal Revenue Service	11. A. Permanent, transfer every 5 years to the Maryland State Archives. 11. B.–D. Retain for 5 years and until all audit matters have been met, then destroy. 11. E. F. Permanent, transfer every 5 years to the Maryland State Archives. 11. G.–I. Retain for 5 years and until all. audit matters have been met, then destroy. 11. J. Permanent, transfer every 5 years to the Maryland State Archives.
12.	HUMAN RESOURCES  A. Personnel files  B. Department of Labor Case	12. A. Retain for 5 years after termination of employment and until all audit matters have been met, then destroy.  12. B. Permanent, transfer every 5 years to the Maryland State Archives.
13.	LEGISLATIVE  A. Drafts and notes on state legislation  B. Legislative Committee agendas, minutes, topics	13. Retain for 2 years, then destroy.

DGS 550-1A

4/19/2012 Jums

Schedule No. C1179

Page 4 of 5

Agency

Prince George's County Public Schools

Division/Unit

Office of General Counsel

Item No.	Description	Retention
14.	LIABILITY  A. Evaluation Records  B. Notice of Claim Letters  C. Security Reports  D. Subrogation Claims	14. Retain for 3 years after completion of any activity regarding the hearing including appealed decision from State or Federal courts, then destroy.
15.	PLEADINGS  Collection of formal written statements filed with the courts by parties in a civil action.	15. Permanent, transfer every 5 years to the Maryland State Archives.
16.	SUPPLEMENTAL EDUCATION SERVICES (SES) PROVIDER CONTRACTORS Contractors approved by the state to perform services for Title 1 Schools.	16. Retain for 2 years after the life of the contract and until all audit requirements are met, then destroy.
17.	SPECIAL COLLECTIONS  Landmark actions taken by the Prince George's County School System that have national policy implications for education matters.  A. 2002 Desegregation Case B. Department of Labor Investigation C. Homeless Policy and Procedure	17. Permanent, transfer every 5 years to the Maryland State Archives.
18.	SPECIAL EDUCATION  Special Education matters including legal and administrative documents pertaining to accommodations for students with special needs.	18. Retain for 5 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts and until all audit requirements have been fulfilled, then destroy.

DGS 550-1A

Just C. Throne Aprilson

Schedule No. C1179

Page 5 of 5

Agency

Prince George's County Public Schools

Division/Unit

Office of General Counsel

		*
Item No.	Description	Retention
19.	STUDENT RECORDS  A. Custody matters B. Discipline Review Committee C. Student Support matters D. Subpoenas	19. Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
20.	SUPERINTENDENT  A. Executive Council Meeting Minutes B. Executive Retreat files C. Superintendent matters	20. A. Permanent, transfer every 5 years to the Maryland State Archives. 20. B.C. Retain for 2 years, then destroy.
21.	TITLE 9 COMPLIANCE  Matters covering compliance with Title 9 legislation	21. Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts, then destroy.
22.	WORKERS' COMPENSATION  Matters covering workers compensation	22. Retain for 7 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts and until all audit requirements have been met, then destroy.
Des	550-1A	

H19/2118 Auror

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 27 Jessup, Maryland 20794 410-799-1930			SION	AGENCY RECORDS INVENTORY  PAGE1 OF22	
Department/Agency     Prince George's County Public Schools	2. Divisi Office o	ion of General Coυ	unsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related repurposes.	ecords no	ormally filed a	and used as a	unit for refe	rence as well as retention and disposition	
Record Series Title     Administrative Procedures					st Year/Latest Year to _Present	
6. Record Series Description (Briefly describe the type of the series.) Provide specific guidance for Board of Education polic Procedure categories include: System Guidance, Comstudents, Instruction, New Construction, Internal Board Current Range A.P. 0116 – A.P. 10501	cies munity l	Relations Adr	ministration P	ucinosc and		
7. Record Series Format(s) List all		8. Record Seri	es Seguence	9. Volume		
x Letter Size		☐ Alphabetica	•	8 Number		
☐ Legal Size ☐ Computer Tape		x Numerical	,	1	or(s)	
□ Audio Tape □ Floppy Disk		☐ Chronologic	rat	x File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic			specify)	
☐ Other (specify)		□ Other (spec		10. Annual A 1/2 Number	occumulation 	
				☐ File Drawe ☐ Microfilm ☐ Computer ☐ Other (sp	Reel(s) Tape(s)	
11. File is Used			12 File Page			
□ Daily x Weekly □ Monthly □ Annually			_n/a Number	es Inactive Afte	r lonth(s) □ Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2 <sup>nd</sup> floor file room adjacent to attorney offices			14. Is Record S	Series Duplicated	d Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes, x No			16. Audit Requirements x None □ State □ Federal □ Independent		deral 🗖 Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	irements	·	18 Recom	mended Dat	ention	
x Yes			Recommended Retention     Permanent – records have research, administrative and organizational value.     Reference – MSA / Retention Schedule Preparation/ Records			
19. Name and Title of Preparer	T	20. Telenho	Appraisal /	Permanent i 21. Date	Kecoras	
Douglas J. J. Peters, CRM, Legal Records Retention	20. Telephone Number 301-322-4094			11/17/11		

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MA 7275 Waterio Jessup,	OF GENERAL SE NAGEMENT DIV o Road, P.O. Bo Maryland 20794 10-799-1930	PAGE2 OF22		
Department/Agency     Prince George's County Public Schools	2. Division Office of General (	Counsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related disposition purposes.  4. Record Series Title Appeals	records normally file	ed and used as a	5. Earlies	st Year/Latest Year	
Record Series Description (Briefly describe the ty of the series.)     Employee, MSBE, MSDE and Student	pes of information/o	documents/form		B to _2011 ne series. Include the purpose or function	
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume		
× Letter Size   Microfilm			4 Number		
x Legal Size	× Alphabetical  Numerical  Chronological  Geographical		x File Draw  Microfilm Compute	x File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)	
Other (specify)	□ Other (s		10. Annual Accumulation1_ Number		
			x File Draw Microfilm Computer Other (sp	Reel(s)	
11. File is Used		12. File Becom	nes Inactive Afte		
Daily Weekly x Monthly Annually		_n/a_ Number		lonth(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room) $1^s$ floor office adjacent to General Counsel and $2^{nd}$ floor file room adj	acent to attorneys	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes No Personnel with Human Resources but Dept of Labor case is record of origin			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x No		16. Audit Requirements  x None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes x No		Retain for 3 the hearing courts	18. Recommended Retention Retain for 3 years after completion of any activity rec the hearing including appealed decision from state or courts Reference – MSDE 2373–13 #11B		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		Telephone Number 21 11			
XGS 550-4 (Rev. 1/93)	<del></del>				

<u>Instructions</u> –Type or Print a separate form for	DEDARTMENT OF	CENERAL CE						
each new or revised record series. Forward	DEPARTMENT OF RECORDS MANA	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo I Jessup, Ma	Road, P.O. Bo aryland 20794 <sup>799-1930</sup>	PAGE3 OF22					
1. Department/Agency 2	. Division			3. Unit				
Prince George's County Public Schools	Office of General Co	unsel		3. One				
DEFINITION: RECORD SERIES: A group of related recidisposition purposes.	ords normally filed	and used as a	unit for refe	erence as well as retention and				
Record Series Title     Arbitration				st Year/Latest Year				
				to _2011				
6. Record Series Description (Briefly describe the types of the series.)	s of information/doo	cuments/forms	s found in th	e series. Include the purpose or function				
Arbitration, Grievances, Negotiations				, , , , , , , , , , , , , , , , , , , ,				
	•							
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume					
Letter Size 📮 Microfilm	Alphabetic	al	2 Number					
x Legal Size Computer Tape	Numerical		× File Drawer(s)					
☐ Audio Tape ☐ Floppy Oisk	× Chronologi	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)					
☐ Bound Book ☐ Video Tape	☐ Geographic	al	☐ Other (specify)					
□ Other (specify)	☐ Other (spec	ify)	10. Annual Accumulation					
			Number					
			x File Drawer(s) ☐ Microfilm Reel(s)					
			☐ Computer Tape(s) ☐ Other (specify)					
	j		Li Other (specify)					
11. File is Used		12.5%	<u>L</u>					
× Daily Weekly Monthly Annually		12. File Becomes Inactive After						
, , , , , , , , , , , , , , , , , , , ,		n/a Number						
13. Current Location(s) (Bldg., Floor, Room)  1 <sup>st</sup> floor office adjacent to General Counsel and 2 <sup>nd</sup> floor file room adjacen	nt to attorneys	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes × No		16. Audit Requirements						
		x None □ State □ Federal □ Independent						
Is an Index System used? If yes, explain briefly and describe require     Yes x No.	ements	18. Recommended Retention						
	Retain for 3 years after completion of any activity regarding							
		the hearing	including ap	ppealed decision from state or federal				
	courts.  Reference – MSDE 2373-13 #11B							
Name and Title of Preparer     Douglas J. J. Peters, CRM, Legal Records Retention	20. Telephone Number							
Legal Records Retention	301-322-	4094	11/17/11					
DGS 550-4 (Rev. 1/93)			<del></del>					

T						
Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	GENERAL SEI GEMENT DIVI Road, P.O. Bos Bryland 20794 799-1930	PAGE4 OF22				
1. Department/Agency	0.001					
Il Duiman Control	2. Division	. —		3. Unit		
Schools County Public Schools	Office of General Cou	unsel				
DEFINITION: RECORD SERIES: A group of related rec purposes.	ords normally filed ar	nd used as a u	nit for refer	once no well as retention and live		
		10 0300 03 0 0	THE TOP TELEP	erice as well as retention and disposition		
Record Series Title     Board of Education			5. Earlies	st Year/Latest Year		
Board of Education	·	•	_1971	to _2011		
6. Record Series Description (Briefly describe the type	of information/deau		1			
<ol> <li>Record Series Description (Briefly describe the types of the series.)</li> </ol>	s of information/docu	ments/forms f	ound in the	series. Include the purpose or function		
	nance Audit and Rus	last Committe	- MADE M	DIA (FOX)		
Correspondence, CIP Committee, FBI investigation, Fi Policies	nance, Audit and But	iget Committe	e, Mabe, M	PIA/FOIA requests, Personnel Committee,		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume			
x Letter Size	☐ Alphabetica		2	-		
☐ Legal Size ☐ Computer Tape		21	Number			
	Numerical		x File Draw			
☐ Audio Tape ☐ Floppy Disk	x Chronologi	cal	☐ Microfilm ☐ Compute			
☐ Bound Book ☐ Video Tape	☐ Geographic	al	Other (specify)			
☐ Other (specify)			10. Annual	Accumulation		
	☐ Other (spec	fy)  1/4   Number		<del></del>		
			No.III.Dei			
			x File Draw  Microfilm			
			☐ Compute			
	İ		Other (sp	pecify)		
11. File is Used	<del></del>	13 File December	7			
☐ Daily x Weekly ☐ Monthly x Appually		_n/a	es Inactive Afte	er		
☐ Daily x Weekly ☐ Monthly x Annually		Number				
		1				
13. Current Location(s) (Bidg., Floor, Room) $1^{\infty}$ floor file room adjacent to General Counsel and $2^{nd}$ floor file room adj		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
	acent to attorney offices	x Yes No Business Management Services				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x No		16. Audit Requirements				
^ 110		<b>]</b>				
		x None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe require		ļ				
Yes x No	18. Recommended Retention					
			BI Investigation and Policies for 3 years irements have been met.			
	records FBI Invection	nation flor	and Policing Downson			
			and Policies – Permanent anent Records			
19. Name and Title of Preparer	20 Tolonho			arient Records		
Douglas J. J. Peters, CRM, Legal Records Retention	20. Telepho 301-322	ne Number	21. Date 11/17/11			
	301 322	,051	11/1//11			
XS 550-4 (Rev. 1/93)		·				

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE5 OF22		
Department/Agency     Prince George's County Public Schools	2. Divisi Office o	ion f General Cou	unsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related disposition purposes.  4. Record Series Title	records n	ormally filed	and used as a	<del>,</del>	erence as well as retention and	
Budget     6. Record Series Description (Briefly describe the ty of the series.)	pes of inf	formation/doc	cuments/forms	_1998 found in th	to _2011 e series. Include the purpose or function	
Files are separated by year and include information Receipts, accounts payable, mileage logs and confe	that pert rence trav	ains to line it vel.	ems in the an	nual budget	including: invoices, computer vendor	
7. Record Series Format(s) List all  x Letter Size		2   Number   X File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)   Other (specify)   10. Annual Accumulation   1/4   Number   Number		Reel(s) r Tape(s) eccify)		
11. File is Used				X File Drawe	Reel(s) · Tape(s) ecify)	
□ Daily x Weekly □ Monthly x Annual			n/a Number	<b>□</b> M	onth(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2 <sup>nd</sup> floor file room adjacent to attorney offices  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  17. Yes x No	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)     x Yes No Business Management Services  16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe rec		x None □ State □ Federal □ Independent				
ies x no			18. Recomi Retain for 3 met. Reference –	years and t	until all audit requirements have been	
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention  265 550-4 (Rev. 1/93)		20. Telepho 301-322-	one Number   21. Da			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				AGENCY RECORDS INVENTORY  PAGE6 OF22	
	Division     Office of the General Counsel				3. Unit	
DEFINITION: RECORD SERIES: A group of related redisposition purposes.  4. Record Series Title	ecords no	ormally filed a	and used as a	unit for ref	erence as well as retention and	
Charter Schools				2	st Year/Latest Year 2007 to2011	
<ol><li>Record Series Description (Briefly describe the typ of the series.)</li></ol>	es of info	ormation/doc	uments/forms	found in th	ne series. Include the purpose or function	
Includes information on 10 charter schools – 1 not a	pproved,	, 2 revoked a	nd 7 operating	9		
7. Record Series Format(s) List all		T 6 5		· I		
x Letter Size		8. Record Serie		9. Volume 2		
□ Legal Size □ Computer Tape		× Alphabetical	ļ	Number		
□ Audio Tape □ Floppy Disk		□ Numerical		x File Draw  Microfilm		
☐ Bound Book ☐ Video Tape	ļ	☐ Chronologic		☐ Compute ☐ Other (sp	r Tape(s) pecify)	
□ Other (specify)		☐ Geographica		10. Annual Accumulation		
d other (specify)		☐ Other (spec	ify)	y) 1/8 Number		
				x File Draw     Microfilm     Computer     Other (sp	Reel(s)	
11. File is Used						
11. File is Used  □ Daily x Weekly □ Monthly □ Annually			12. File Becomen/a Number		or Ionth(s)	
13. Current Location(s) (Bldg., Floor, Room) 2 <sup>nd</sup> floor file room adjacent to attorney offices			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  □ Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes x No			16. Audit Requirements  x None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes x No .			18. Recommended Retention Retain 7 years after school has ceased operating then transfer to State Archives. Reference - MSDE 2373-5 #9			
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telepho 301-322-409	Dhone Number 21. Date 11/17/11			
5 550-4 (Rev. 1/93)		<del></del>				

.

.

<u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RE	CORDS MANA 75 Waterloo F Jessup, Ma	GENERAL SER GEMENT DIVI Road, P.O. Box ryland 20794	AGENCY RECORDS INVENTORY  PAGE7 OF22			
Department/Agency     Prince George's County Public Schools		2. Division Office of the General Counsel			3. Unit		
DEFINITION: RECORD SERIES: A group of related disposition purposes.	records n	ormally filed a	and used as a	unit for ref	erence as well as retention and		
Record Series Title     Contracts, Agreements and MOU's			`		st Year/Latest Year 0to2011		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Organized by title of the contract and signed by the superintendent. Includes both active and inactive matters.							
7. Record Series Format(s) List all x Letter Size	<del>.</del>	Record Serie     × Alphabetical	·	9. Volume _4 Number			
□ Legal Size □ Computer Tape □ Audio Tape □ Fioppy Disk □ Bound Book □ Video Tape	□ Numerical □ Chronological □ Geographical □ Other (specify)		x File Drawer(s)    Microfilm Reel(s)   Computer Tape(s)   Other (specify)				
□ Other (specify)				10. Annual Accumulation			
					x File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used  Daily x Weekly  Monthly Annua	lly		12. File Become _r/a Number		er nonth(s)		
13. Current Location(s) (Bldg., Floor, Room) 2 <sup>nd</sup> floor file room adjacent to attorney offices	<del></del>	····	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  x Yes □ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No .	ion(s)			16. Audit Requirements x None □ State □ Federal □ Independent			
x Yes  No Alphabetical					tention years after contract has expired. cuit Court 2330 pp.15 - Contracts		
19. Name and Title of Preparer Douglas J. J. Peters		20. Telepho 301-322-40	one Number 21. Date				
NGS 550-4 (Rev. 1/93)		<del></del>					

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY  PAGE8 OF22	
Department/Agency     Prince George's County Public Schools	2. Division Office of General C	ounsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related r disposition purposes.  4. Record Series Title Correspondence	ecords normally filed	d and used as a	5. Earlies	erence as well as retention and st Year/Latest Year to _2011	
Record Series Description (Briefly describe the typof the series.)     Outgoing and incoming correspondence of the Office.					
7. Record Series Format(s) List all  x Letter Size	8. Record Series Sequen  Alphabetical  Numerical  X Chronological  Geographical  Other (specify)		1 Number  x File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)		
11. File is Used □ Daily x Weekly □ Monthly Annually .		12. File Becom _n/a  Number		r Ionth(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2 <sup>nd</sup> floor file room adjacent to attorney offices		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x No	16. Audit Requirements x None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requires x No	Recommended Retention     Retain for 3 years and until all audit requirements have been met.  Reference – MSDE 2373-2 #1A				
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention	20. Telept 301-32	none Number	21. Date 11/17/11		

	<del></del>						
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS 7275 Wa	GENERAL SERVICES GEMENT DIVISION pad, P.O. Box 275 yland 20794 9-1930		AGENCY RECORDS INVENTORY  PAGE9 OF22			
Department/Agency	2. Division				3. Unit		
Prince George's County Public Schools	Office of Gen						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norm	ally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title	<del>- · · · · · · · · · · · · · · · · · · ·</del>		<del></del>	5 Earlie	st Year/Latest Year		
Discrimination				_1971	to _2011		
6. Record Series Description (Briefly describe the t	ypes of informa	ation/docu	uments/forms	found in the	e series. Include the purpose or function of the		
series.)							
Appeal Matters, correspondence, harassment inve	stigations, EEO	C compli	aints, OCR co	mplaints, F	GHRC complaints		
7. Record Series Format(s) List all	8. R	Record Serie	s Sequence	9. Volume			
Letter Size		Alphabetical	•	1 Number	_		
x Legal Size ☐ Computer Tape		Numerical		X File Drav	(a)		
□ Audio Tape □ Floppy Disk	Ì			☐ Microfilm	Reel(s)		
, , , , , , , , , , , , , , , , , , , ,		Chronologica		☐ Compute ☐ Other (sp			
☐ Bound Book ☐ Video Tape	□ G	Geographica	al	10 Annual	Accumulation		
□ Other (specify)	00	Other (specif	fy)	1/4_ Number	<u> </u>		
				X File Drav	ver(s)		
				☐ Microfilm ☐ Compute	Reel(s)		
				Other (sp			
11. File is Used	<u> </u>		12. File Becom	es Inactive Aft	er •		
☐ Daily Weekly x Monthly Annually			Number				
, , , , , , , , , , , , , , , , , , , ,			110111201	L WIC	initial x real(s)		
13. Current Location(s) (Bldg., Floor, Room)  1 <sup>st</sup> floor file room adjacent to General Counsel's office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)     Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
□ Yes x No			x None □	State □ Fed	eral 🗖 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended Re	etention		
Yes xNo			Retain in office for 10 years after resolution of the case, then destroy.				
			Reference -	<ul> <li>Carroll Co</li> </ul>	ounty Public Schools (CCPS) Schedule No		
19. Name and Title of Preparer	1 22	Tale		C1105; Item No. 14. EEOC Case Files			
Douglas J. J. Peters, CRM, Legal Records Retention	on   20.	. i elepno 301-322-4	ne Number 4094	21. Date 4/16/201:	,		
	301-322-4			4/10/2012			

1/19/2017 Chrom

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF RECORDS MANA 7275 Waterloo Jessup, Ma 410-	AGEMENT DIV	ISION x 275	AGENCY RECORDS INVENTORY  PAGE10 OF22			
Department/Agency     Prince George's County Public Schools	2. Division Office of General Co	unsel		3. Unit			
DEFINITION: RECORD SERIES: A group of related disposition purposes.	records normally filed	and used as a	unit for refe	erence as well as retention and			
4. Record Series Title Ethics			_2000	st Year/Latest Year ) to _2011			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or funct of the series.)  Disclosure Statements and Conflict of Interest Statements for Board of Education members, executives and school principals							
7. Record Series Format(s) List all  x Letter Size	8. Record Seri	al cal al cify)	1/4 Number  x File Draw  Microfilm  Computer  Other (sp	Reel(s) r Tape(s) eccify)			
13. Current Location(s) (Bldg., Floor, Room) 2 <sup>nd</sup> floor file room adjacent to attorney offices  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  15. Yes x No	2 <sup>no</sup> floor file room adjacent to attorney offices  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)     x Yes No State Board of Ethics      16. Audit Requirements			
	x None □ State □ Federal □ Independent						
17. Is an Index System used? If yes, explain briefly and describe rec     Yes x No	quirements	18. Recommended Retention Retain for 5 years after termination of employee. Reference – District Court 2219 #2 – Personnel Records & File					
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention	20. Telepho 301-322-	ne Number 21. Date		XIII NOOTAS ATTICS			
XGS 550-4 (Rev. 1/93)							

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			SION	PAGE11 OF22	
Department/Agency     Prince George's County Public Schools	Division     Office of General Counsel				3. Unit	
DEFINITION: RECORD SERIES: A group of related disposition purposes.  4. Record Series Title	records n	ormally filed	and used as a	unit for ref	erence as well as retention and	
Finance					st Year/Latest Year L to _2011	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Audit Reports, Board Vehicle Use, Escheat Matters, Garnishments, IRS Audit of 403 (b) Plan, KPMG Audit, Maintenance of Effort, Maryland Sales and Use Tax Returns, Maryland Tax withholding, Payroll tax payment / Penalty issue with IRS						
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
Letter Size   Microfilm		☐ Alphabetica	1	2 Number	-	
x Legal Size 🗖 Computer Tape		Numerical		x File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		x Chronologic	al	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	al	Other (specify)		
□ Other (specify)	☐ Other (specify)		ify)	10. Annual Accumulation1/4		
11. File is Used					,, <del></del>	
E Daile			12. File Become	es Inactive Afte	er .	
ப Daily Weekly x Monthly Annually ்			_n/a Number	<u> </u>	lonth(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 1 <sup>th</sup> floor office adjacent to General Counsel			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  x Yes No Business Management Services			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes x No			16. Audit Requirements x None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes x No		18. Recommended Retention Retain Audit files permanently, Tax records and other 5 years and until all audit matters have been met. MSDE 2373-3 #1B, MSDE 2373-4 #2		anently, Tax records and other matters dit matters have been met.		
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention		20. Telepho 301-322-	ne Number	21. Date 11/17/11		
OGS 550-4 (Rev. 1/93)						

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			SION	PAGE12 OF22		
Department/Agency     Prince George's County Public Schools	2. Division Office of Gen	neral Cou	nsel		3. Unit		
DEFINITION: RECORD SERIES: A group of related disposition purposes.	records norma	lly filed a	and used as a	unit for refe	erence as well as retention and		
Record Series Title     Human Resources				5. Earlies	t Year/Latest Year to _2011		
6. Record Series Description (Briefly describe the ty of the series.)	pes of informa	ation/doc	uments/forms	found in th	e series. Include the purpose or function		
7. Record Series Format(s) List all							
Letter Size  Microfilm	i		s Sequence	9. Volume 6			
X Legal Size	□ Alphabetical  Numerical  X Chronological  □ Geographical			Number  x File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)  10. Annual Accumulation			
	□ Other (specify)						
11. File is Used  x Daily Weekly Monthly Annually	n Dally			12. File Becomes Inactive Aftern/a Number			
13. Current Location(s) (Bldg., Floor, Room)  1 <sup>st</sup> floor office adjacent to General Counsel			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Personnel with Human Resources but Dept of Labor case is record of origin				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes × No			16. Audit Requirements  x None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements  Yes x No			18. Recommended Retention Retain Dept of Labor permanently Personnel files - 5 years after termination and until all audit requirements have been fulfilled. Reference – District Court 2219 #2				
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention DGS 550-4 (Rev. 1/93)		Telephone Number		<del></del>			

<u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE13 OF22		
Department/Agency     Prince George's County Public Schools	2. Division Office of Gen	eral Counsel	<u> </u>	3. Unit		
DEFINITION: RECORD SERIES: A group of related redisposition purposes.	ecords normal	lly filed and used as	a unit for ref	erence as well as retention and		
Record Series Title     Legislative				st Year/Latest Year L to _2011		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or fund of the series.)  Drafts of State Senate and House bills, Legislative Committee (agendas, meeting minutes, topics)						
7. Record Series Format(s) List all  x Letter Size	8. Record Serie  Alphabetical  x Numerical  Chronologic  Geographica  Other (speci		9. Volume2.5 Number  x File Drawer(s) Computer Tape(s) Other (specify)  10. Annual Accumulation1 Number  x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)  e Becomes Inactive After  m			
13. Current Location(s) (Bidg., Floor, Room)  1 <sup>xt</sup> floor office adjacent to General Counsel and 2 <sup>nd</sup> floor file room adjacent to attorneys  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  17. Yes x No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)     Yes No Personnel with Human Resources but Dept of Labor case is record of origin      16. Audit Requirements     × None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requested in the state of the	20.	Retain u				
OGS 550-4 (Rev. 1/93)						

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				PAGE14 OF22		
Department/Agency     Prince George's County Public Schools	Division     Office of General Counsel				3. Unit		
DEFINITION: RECORD SERIES: A group of related disposition purposes.  4. Record Series Title Liability	records no	ormally filed	and used as a unit for reference as well as retention and  5. Earliest Year/Latest Year  _2002 to _2011				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or funct of the series.)  Evaluation Letters, Notice of Claim Letters, Security Reports, Subrogation Claims							
7. Record Series Format(s) List all  x Letter Size  Microfilm		8. Record Seri		9. Volume 5			
Legal Size	× Alphabetical Numerical Chronological Geographical			Number     X File Drawer(s)     □ Microfilm Reel(s)     □ Computer Tape(s)     □ Other (specify)  10. Annual Accumulation			
	Other (specify)						
11. File is Used  Daily x Weekly Monthly Annually	Dailte			12. File Becomes Inactive After n/a Number			
13. Current Location(s) (Bldg., Floor, Room)  1 <sup>st</sup> floor file room adjacent to General Counsel  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes x No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No  16. Audit Requirements  x None □ State Federal □ Independent				
Is an Index System used? If yes, explain briefly and describe requirements     X Yes    No Alphabetical .			18. Recommended Retention Retain for 3 years after completion of any activity regarding the hearing including appealed decision from state or federal courts Reference – MSDE 2373-13 #11				
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention  DGS 550-4 (Rev. 1/93)		•	20. Telephone Number 21. Dat 11/17/1				

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF RECORDS MANA 7275 Waterloo F Jessup, Ma	GEMENT DIVI	AGENCY RECORDS INVENTORY  PAGE15 OF22	
Department/Agency     Prince George's County Public Schools	2. Division Office of General Cou	ınsel		3. Unit
DEFINITION: RECORD SERIES: A group of related disposition purposes.	records normally filed a	and used as a	unit for refe	erence as well as retention and
Record Series Title Pleadings				st Year/Latest Year 8 to _2011
Record Series Description (Briefly describe the ty of the series.)  New series created by General Counsel - Formal w				
7. Record Series Format(s) List all  x Letter Size	8. Record Seri  x Alphabetic  Numerical  Chronologic  Geographic	al :al	10. Annual An/aNumber  x File Draw  Microfilm  Computer  Other (sp	Reel(s) r Tape(s) secify)  er(s) Reel(s) r Tape(s) secify)
13. Current Location(s) (Bldg., Floor, Room)  1* floor file room adjacent to General Counsel's office  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  15. Yes x No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No  16. Audit Requirements  None		
17. Is an Index System used? If yes, explain briefly and describe re	quirements 20. Telepho	18. Recommended Re Permanent – long-terr		* *
Douglas J. J. Peters, CRM, Legal Records Retention	301-322-		21. Date 11/17/11	

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				AGENCY RECORDS INVENTORY  PAGE16 OF22	
Department/Agency     Prince George's County Public Schools	2. Division Office of Ger	eneral Cou	nsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related disposition purposes.	records norma	ally filed a	ind used as a	unit for refe	erence as well as retention and	
Record Series Title     Supplemental Education Services (SES) Provider Co	ontractors				st Year/Latest Year to _2011	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or fur of the series.)  Contractors approved by the state to perform services to Title I Schools						
7. Record Series Format(s) List all	8.	Record Serie	s Sequence	9. Volume		
× Letter Size		Alphabetica	·	3 Number		
Legal Size		Numerical		x File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	Chronological			☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape	□ Geographical			Other (specify)		
Other (specify)		Other (specify)		10. Annual Accumulation1/2 Number  x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used	L		12. File Become	es Inactive Afte	r	
Daily weekly Monthly x Annually			_n/a Number		lonth(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2 <sup>nd</sup> floor file room adjacent to attorneys			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No			16. Audit Requirements  None □ State × Federal □ Independent			
Is an Index System used? If yes, explain briefly and describe requirements     X Yes No  Alphabetical			Recommended Retention     Retain for 2 years after the life of the contract and until all audit requirements are met.     Reference – Office of the Attorney General 2320 #23 G			
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention  DGS 550-4 (Rev. 1/93)		. Telephor 301-322-4	ne Number	21. Date 11/17/11		

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				AGENCY RECORDS INVENTORY  PAGE17 OF22	
Department/Agency     Prince George's County Public Schools	2. Division Office of	on General Cou	ınsel		3. Unit	
DEFINITION: RECORD SERIES: A group of related disposition purposes.  4. Record Series Title Special Collection  6. Record Series Description (Briefly describe the ty of the series.) New series created by General Counsel - Landmark Series include 2002 Desegregation Case, U.S. Depart	uments/forms	5. Earlies2003	st Year/Latest Year  B to _2011  ne series. Include the purpose or function			
7. Record Series Format(s) List all  x Letter Size		8. Record Series Sequence  x Alphabetical  Numerical  Chronological  Geographical  Other (specify)  12. File Becom		9. Volumen/a Number  x File Drawer(s)		
13. Current Location(s) (Bldg., Floor, Room) 1st floor file room adjacent to General Counsel's office  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes x No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office yes x No  16. Audit Requirements  None				
17. Is an Index System used? If yes, explain briefly and describe re	quirements	20. Telepho 301-322-	ne Number	tention historical value		

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MA 7275 Waterlo Jessup,	OF GENERAL SE NAGEMENT DIV o Road, P.O. Bo Maryland 20794 10-799-1930	AGENCY RECORDS INVENTORY  PAGE18 OF22				
Department/Agency     Prince George's County Public Schools	2. Division Office of General (	Counsel		3. Unit			
DEFINITION: RECORD SERIES: A group of related disposition purposes.  4. Record Series Title Special Education  6. Record Series Description (Briefly describe the ty of the series.) Special Education Matters		5. Earlies _2005	st Year/Latest Year 5 to _2011				
7. Record Series Format(s) List all  Letter Size	Letter Size			ver(s) I Reel(s) Ir Tape(s) Decify)  Accumulation  ver(s) Reel(s) Ir Tape(s) Reel(s) Ir Tape(s)			
Daily x Weekly Monthly Annually   13. Current Location(s) (Bldg., Floor, Room)  1st floor file room adjacent to General Counsel's office	Daily x Weekly Monthly Annually  . 3. Current Location(s) (Bldg Floor Room)			12. File Becomes Inactive Aftern/a Number			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes x No		16. Audit Req	Yes x No  16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe rec x Yes No     Chronological		Retain for 5 the hearing courts and Reference 2	18. Recommended Retention Retain for 5 years after completion of any activity regathe the hearing, including appealed decision form State or courts and until all audit requirements have been fulfill Reference 2373-13 #3 and #4B				
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention  DGS 550-4 (Rev. 1/93)		hone Number 22-4094	21. Date 11/17/11				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE19 OF22		
	2. Division Office of General Counsel			3. Unit		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and						
Record Series Title     Student Records				5. Earliest Year/Latest Year2005 to2011		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Custody matters, subpoenas, discipline review committee, student support matters						
7. Record Series Format(s) List all	8 Record Se	ries Sequence	9. Volume			
Letter Size 📋 Microfilm	Alphabeti	•	1 Number			
x Legal Size ☐ Computer Tape	Numerical		X File Draw	er(s)		
☐ Audio Tape ☐ Floppy Disk	x Chronological Geographical Other (specify)		☐ Microfilm	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape			10. Annual Accumulation 1/8 Number			
Other (specify)						
			x File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)			
11. File is Used		· · · · · · · · · · · · · · · · · · ·				
Daily x Weekly <b>Monthly A</b> nnually	12. File Becomes Inactive After  _n/a Number					
13. Current Location(s) (Bldg., Floor, Room)  1 <sup>st</sup> floor file room adjacent to General Counsel's office		, 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  □ Yes		16. Audit Requirements				
	x None □ State Federal □ Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements x Yes No		18. Recommended Retention				
Chronological		Retain for 3 years after completion of any activity regarding the hearing, including appealed decision from State or Federal courts.  Reference 2373-13 #11 B				
19. Name and Title of Preparer	20. Telephone Number			21. Date		
Douglas J. J. Peters, CRM, Legal Records Retention	301-322-4094		11/17/11			

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE20 OF22		
Department/Agency     Prince George's County Public Schools	Division     Office of General Counsel			3. Unit		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  4. Record Series Title  5. Earliest Year/Latest Year						
Superintendent  6. Record Series Description (Briefly describe the typof the series.)  Executive Council Meeting Minutes and Documents,		2006 to2011 ments/forms found in the series. Include the purpose or function				
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume			
Letter Size	Numerical x Chronologi □ Geographic	Alphabetical Numerical x Chronological Geographical Other (specify)  12. File Becom				
13. Current Location(s) (Bldg., Floor, Room)  1 <sup>®</sup> floor file room adjacent to General Counsel's office  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  15. Yes x No		Number				
Is an Index System used? If yes, explain briefly and describe requirements     Yes x No  Name and Title of Describerations.		18. Recommended Retention Retain Executive Council Meeting Minutes Permanently All other files until administrative value ceases Reference MSDE 2373-15 #3				
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention  DGS 550-4 (Rev. 1/93)	20. Telepho 301-322-	one Number -4094	21. Date 11/17/11			

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY  PAGE21 OF22	
Department/Agency     Prince George's County Public Schools	Division     Office of General Counsel			3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and 4. Record Series Title					
Title 9 Compliance  5. Earliest Year/Latest Year 2005 to 2011  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function Matters covering compliance with Title 9 legislation					
7. Paccard Spring Server(s)					
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume 1/2		
Letter Size	Alphabetic	al	Number		
x Legal Size	Numerical		x File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	x Chronologi	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographical		Other (specify)		
□ Other (specify)	□ Other (specify)		10. Annual Accumulation1/8 Number		
			x File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)		
11. File is Used					
Daily Weekly Monthly x Annually		12. File Becomes Inactive Aftern/a Number			
13. Current Location(s) (Bidg., Floor, Room)					
13. Current Executin(5) (Bigg., Floor, Room) 15 floor file room adjacent to General Counsel's office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
□ Yes x No		x None □ State Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes· x No		18. Recommended Retention Retain for 3 years after completion of any activity regarding the hearing including appealed decision from state or federal courts. Reference – MSDE 2373-13.#2			
19. Name and Title of Preparer Douglas J. J. Peters, CRM, Legal Records Retention	20. Telepho 301-322-	,			
DGS 550-4 (Rev. 1/93)					

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			ISION x 275	AGENCY RECORDS INVENTORY	
				•	PAGE22 OF22	
Department/Agency     Prince George's County Public Schools	2. Division Office of General Counsel				3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and						
Record Series Title     Workers` Compensation			5. Earliest Year/Latest Year			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function Workers' Compensation matters						
7. Record Series Format(s) List ail  Letter Size  Microfilm	8	8. Record Serie	,	9. Volume 1/2		
x Legal Size	Alphabetical  Numerical  x Chronological  Geographical  Other (specify)		Number  X File Drawer(s)			
□ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape				☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
□ Other (specify)						
			Number  x File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)			
11. File Is Used		<del></del>	13 Ele Dece			
Daily Weekly x Monthly Annually			_n/a Number	es Inactive After	onth(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 15. floor file room adjacent to General Counsel's office			14. Is Record S Yes	Series Duplicated x No	Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x No			16. Audit Requirements  x None □ State Federal □ Independent			
Is an Index System used? If yes, explain briefly and describe requirements     Yes x No			18. Recommended Retention Retain for 7 years after completion of any activity regarding the hearing including appealed decision from state or federal courts and until all audit requirements have been met Reference MSDE 2373-7 #5			
<ol> <li>Name and Title of Preparer</li> <li>Douglas J. J. Peters, CRM, Legal Records Retention</li> </ol>	20. Telephone Numbe 301-322-4094		ne Number	21. Date 11/17/11		